

## **HAZARDOUS WASTE USER CHARGES INVOICE PACKET SUPPLEMENTARY DIRECTIONS**

### ***Hazardous Waste User Charges Applicability***

Under Part 111, Hazardous Waste Management, of Michigan's Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451), the Michigan Department of Environmental Quality (MDEQ) is required to assess user charges to hazardous waste handlers by February 28th of each year. The MDEQ also is required to provide handlers with the data used to determine the user charges. The handlers are required to verify and certify the information provided by the MDEQ on the invoice. The handler should make any necessary corrections to the actual data on the Site Identification Verification Form and the Generator Manifest Confirmation form and return all of the information along with payment of the user charges by **April 30th** of each year.

### ***Hazardous Waste User Charges Assessment (Invoice Packet)***

The hazardous waste user charges assessments provided by the MDEQ include all of the following:

1. Hazardous Waste User Charges Invoice (EQP5104)
2. Site Identification Verification form (EQP5150-v)
3. Generator Manifest Confirmation form (EQP5146)

If any of the above is missing from the invoice packet you received, please contact the MDEQ as explained at the end of these instructions.

### ***Hazardous Waste User Charges***

The hazardous waste user charges became effective on October 1, 2002, and include a one-time user charge for obtaining a site identification number (e.g., MIK000000000), annual handler user charges, and annual manifest processing user charges.

The MDEQ uses manifest and site identification data in the MDEQ's Waste Data System (WDS) to calculate the user charges. For more information regarding the user charges, please see the Internet site provided at the end of these instructions. You can review data regarding your site on the WDS web page at <http://www.deq.state.mi.us/WDSPI/>

### ***Completing and Returning the Hazardous Waste User Charges Assessment***

You are required to verify, update, or correct the information on the Hazardous Waste User Charges Invoice. This can be accomplished by reviewing the data in your records with the data on the Site Identification Verification form and the Generator Manifest Confirmation form. Once the data is accurate and complete; sign and date the invoice and return all of the forms to the remit address on the Hazardous Waste User Charge Invoice.

## Instructions

### ***Instructions for the Invoice***

Location Address: This is the address for the physical business location. A PO Box or Route is not allowed for the location address. If an actual street address is not available then a latitude and longitude should be entered as the street address. Please verify that we are not missing portions of your address such as the word "Street" or "Avenue" or a direction such as "East" or "North". If some of the complete address is missing, please type or print the correct location address on the Site Identification Verification form (Section V.).

Fee Type (column A) is based on past calendar year activity(ies):

#### *Descriptions:*

- SQG – Small Quantity Generation; generated 100 kg or more of hazardous waste but less than 1,000 kg in any month during the calendar year. **OR**
- LQG – Large Quantity Generation; generated 1,000 kg or more of hazardous waste in any month; less than 900,000 kg in the calendar year. **OR**
- VLQG – Very Large Quantity Generation; generated 900,000 kg or more of hazardous waste in the calendar year.
- TSDF – Conducted hazardous waste treatment, storage, or disposal activity(ies) that required an operating license or a post-closure operating license during the calendar year.
- Used Oil – Processors, re-refiners, burners, and used oil fuel marketers.
- Manifest Processing – This will be based on past state fiscal year (October 1 through September 30) manifest use.

NOTE: The handler user charge fee types are additive, except only one of the generation charges (VLQG, LQG, or SQG) will apply to a site. With regard to the generation charge, the invoice will reflect the highest level of waste activity in any one month during the calendar year. For example, a handler who generates at the LQG volume in one month and then at the SQG volume for the other eleven months would be assessed the LQG user charge of \$400.00 for that year.

#### *Verify, Correct, or Update the Invoice*

Fee Type (column A)

Row: Manifest: Verify that the amount of manifests for hazardous waste shipments off-site is correct (pre-populated data in column D). If the DEQ records do not reflect the correct number cross out the number in column D and write the correct number in column E. Next, cross out the Amount of User Charge (pre-populated data in column F) and enter in the correct amount in column G.

Rows: VLQG, LQG, SQG: Verify that the fee type indicated (by pre-populated data in columns B, D, and F) is correct. Check if the activity date shown in column B is correct. If not, type or print a corrected activity date in column C for that fee type.

Rows: TSD, Used Oil: Verify that the fee type indicated (by pre-populated data in columns B, D, and F) is correct. Check if the activity date shown in column B is correct. If not, type or print a corrected activity date in column C for that fee type.

If the fee type indicated (by pre-populated data in columns B, D, and F) for any row does not apply to this handler for the billing cycle, cross the entire row out.

If a fee type does apply to the handler for the billing cycle, but does not have pre-populated data in columns B, D, and F, type or print the correct data for that fee type in columns C, E, and G.

When you have verified, corrected, or updated all the applicable data, please total all the applicable fee amount(s) as indicated in columns F and G, and type or print the sum in the Corrected Total Invoice box.

Signature: A responsible corporate officer, general partner or proprietor, principal executive officer, or ranking public official for the handler **must sign and date** the Invoice and all other applicable forms. By signing, the handler certifies that all the information is correct.

Payment and Submittal: Once the Invoice is correct, mail the Hazardous Waste User Charges Invoice form, the Site Identification Verification form, the Generator Manifest Confirmation form, and, if attached, the TSD Monthly Operating Report Confirmation form, and a check made payable to the 'State of Michigan' for the total invoice amount to the address below. To help ensure proper credit, please indicate on the check "Handler User Charge" and include the Invoice number (see upper right corner of the Hazardous Waste User Charge Invoice).

**RETURN SIGNED INVOICE, CHECK, AND FORMS TO:**

**MDEQ, Office of Financial Management**

**Revenue Control Unit**

**PO Box 30657**

**Lansing, MI 48909-8157**

**(For express mail: 525 West Allegan, Lansing, MI 48933)**

***Instructions for the Site Identification Verification Form***

It is very important that all the information submitted to the MDEQ be accurate and complete.

Please type or print any changes or corrections except the Signature in the certification box.

Once all the data has been verified or corrected, sign and date the certification.

- I Site EPA ID Number: Verify the pre-populated Site Identification Number is for this site. If it is incorrect, please contact the MDEQ Notification Unit at 517-335-2690.
- IV The North American Industrial Classification System (NAICS) code(s) for the site: If pre-populated, verify the NAICS code(s) for this site. Make any additions or corrections to the NAICS code(s) in the gray shaded area IV A-D.
- V Site location information: If the tax identification number is pre-populated, it will be indicated by the first two digits, XXX's, and the last two digits. If incorrect or missing, please supply complete number in the gray shaded area V.
- IX Owner and/or operator of site: Verify that all pre-populated data is correct and that all owners and operators are identified. Verify, correct, or add the date when the person or entity became an owner or operator of this site. Additional sheets can be used if necessary.
- X Type of regulated waste activity: Check all boxes that apply.
- XI Certification: This certification **must be signed and dated** by the owner(s), operator(s), or authorized representative(s) of the site. An "authorized representative" is a person responsible for the overall operation of the site (i.e., a plant manager, superintendent, or a person of equal responsibility).

Complete line-by-line instructions for the Site Identification Verification form are available on the Internet (see address at the end of these instructions).

### ***Instructions for the Generator Manifest Confirmation Form***

It is very important that all information submitted to the MDEQ be accurate and complete. Please type or print any changes or corrections

Please verify and correct any data for item 11, UN/NA code; item 12, container number; item 13, Total Quantity; item 14, Unit Wt/Vol; and I. Waste No. in the gray shaded boxes.

If manifest(s) data is not pre-populated, complete the information required on the gray shaded form (last page of this section XIII) for every missing manifest. If more than one manifest was missing, please make a copy of the gray shaded form for each missing manifest. Attach a copy of the original generator copy of the manifest and a copy of the manifest you received from the TSDf.

Complete line-by-line instructions for the Generator Manifest Confirmation form are available on the Internet (see address at the end of these instructions).

### ***Penalties and Fines***

Failure to provide timely and accurate information, completed forms, or the appropriate user charge is a violation of Act 451 and subject to all applicable penalty and enforcement provisions. Late payment penalties accrue at five percent per month, up to a maximum of 25 percent.

### ***Contacting the MDEQ***

If you have questions regarding your hazardous waste user charges, or if forms are missing from your invoice packet; the Hazardous Waste User Charge Invoice, Site Identification Verification, or Generator Manifest Confirmation, and TSD Monthly Operating Report Confirmation, if applicable, please contact the MDEQ at 517-335-5318, or e-mail at [DEQ-HWUSERCHARGES@michigan.gov](mailto:DEQ-HWUSERCHARGES@michigan.gov). Additional information regarding the user charge assessments is also available on the Internet at [www.michigan.gov/deg](http://www.michigan.gov/deg) by navigating to: WASTE, HAZARDOUS WASTE, HAZARDOUS WASTE MANAGEMENT, INFORMATION, and HAZARDOUS WASTE USER CHARGES.